



## Director's Business Unit (DBU)

### 1 Department Director

- Mayor's Cabinet member
- Executive vision-setting
- Departmentwide accountability
- Mayor and Council priority advancement

### 2 Deputy Department Director

- Departmentwide operations
- Organizational strategy development
- Citywide interdepartmental initiatives
- Major FAS projects and priority issues

### 3 Chief of Staff

- Director's Office operations
- Communications, equity, governmental affairs and policy
- Personnel Advisory Committee chair and executive performance agreements
- Standard operating procedures and departmental policies

### 4 Communications and Marketing Director

- Press and media relations
- Internal and external communications
- Communications branding, strategy and planning
- Internal and external websites

### 5 Departmental Relations Director

- Mayor's Office and Council relations
- Governmental affairs
- Pipeline Committee chair and FAS Executive Team
- Internal and external engagement

### 6 Race and Social Justice Liaison

- Race and social justice
- Departmentwide equity projects
- FAS RSJI Change Team lead
- Seattle Office for Civil Rights liaison

### 7 Director's Office Administrator

- Executive support
- Calendaring and meeting materials
- Logistics and budgeting
- Records management

## Administration Business Unit (ABU)

### 8 Chief Administrative Officer

- Internal accounting, budget and human resources
- City purchasing and contract services
- Regulatory compliance and consumer protection
- Customer relations and services

### 9 Accounting and Budgeting Services Division Director / Deputy Administrative Officer

- Budget oversight
- Financial planning and analysis
- Accounting service for FAS
- Accounting and budget services for small departments and executive offices

### 10 City Purchasing and Contracting Services Division Director

- Purchasing and contracting services and compliance
- WMBE program initiatives
- Priority Hire/community workforce agreement (CWA)
- PeopleSoft procure-to-pay and supplier relations

### 11 Customer Relations and Service Division Director

- Front-line customer service (Customer Service Bureau and customer service centers)
- Customer service request system
- Public Records Act compliance
- ADA Title II compliance

### 12 Human Resources Division Director

- Talent acquisition and recruiting
- Employee relations and services
- Labor relations
- Safety and wellness

### 13 Regulatory Compliance and Consumer Protection Division Director

- Consumer protection
- Regulatory compliance
- Delinquent tax/account enforcement
- New business discovery for licensing

## Finance Business Unit (FBU)

### 14 City Finance Director

- Mayor's Cabinet member
- Financial analysis and planning
- Retirement system oversight
- Debt management

### 15 Business Licensing and Tax Administration Division Director

- Business licensing
- Tax administration
- Tax audits
- Tax revenue systems

### 16 Business Systems Division Director

- PeopleSoft 9.2 functionals
- FinMAP and FileLocal
- Business processes
- HRIS functionals

### 17 Citywide Accounting and Payroll Services Division Director

- Financial policies and oversight
- Citywide financial reporting
- Citywide accounting and reconciliations
- Payroll services

### 18 Risk Management Division Director

- Risk management and advisory services
- Claims and processing
- City contract risk review
- Liability and property insurance policy administration

### 19 Treasury Services Division Director / Deputy Finance Director

- Treasury operations
- Cash and investments
- Remittance processing
- Parking meter collections

## Operations Business Unit (OBU)

### 20 Chief Operating Officer

- Capital development and construction
- Facility operations and fleet services
- Real estate services and emergency operations
- Seattle Animal Shelter

### 21 Capital Development and Construction Management Division Director

- Capital program development and project delivery
- Master use and facilities planning
- New facility design and construction
- Space planning and tenant improvements

### 22 Facility Operations Division Director

- Property, facility and janitorial services
- Emergency operations
- Security and keycard access
- Mail delivery services, storage and warehousing

### 23 Fleet Management Division Director

- City vehicle maintenance and fueling operations
- Citywide motor pool services
- Engineering, design, procurement and asset preservation
- Green fleet implementation

### 24 Real Estate Services Division Director / Deputy Operating Officer

- Enterprise real estate information and policy development
- Property searches and appraisals
- Real estate reuse, acquisition and sale
- Leases and use permits

### 25 Seattle Animal Shelter Division Director

- Pet licensing, lost and found pets
- Animal welfare, education and foster care
- Spay and neuter services
- Animal control